

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 8, 2026

TO: Patrick Prescott, Community Development Director

A handwritten signature in blue ink, consisting of a large, stylized "P" followed by a few loops.

FROM: Fred Ramirez, Assistant Community Development Director

A handwritten signature in black ink, consisting of a stylized "F" followed by a few loops.

By: Amanda Landry, Principal Planner

Greg Mirza-Avakyan, Senior Planner

SUBJECT: Administrative Policy for Establishing a Rancho Review Board

CDD Planning staff are processing a Development Review (DR) application for a new gymnasium at the International School of Los Angeles / Lycée International (LILA), located at 1105 W. Riverside Drive, and an application for a housing development project located at 910 S. Mariposa Street. Pursuant to the Burbank Municipal Code (BMC), all DR applications within the Rancho Master Plan Area are subject to review by a Rancho Review Board (RRB). The last RRB meeting was held in October of 2017 for a project at 814 S Mariposa. The composition and procedures of the RRB are determined by the Community Development Director. This policy is intended to ensure that the process of appointing members to the RRB is transparent and applied fairly. The policy includes the RRB's authority, its composition and term limits, selection process, and meeting procedures:

1. Authority

Pursuant to Burbank Municipal Code (BMC) Section 10-1-2453, all Development Review (DR) projects within the Rancho Master Plan Area are subject to review by a Rancho Review Board (RRB) to determine compliance with Article 24, "Rancho Master Plan Zones." The composition and procedures of the RRB are determined by the Community Development Director. Established in May 1993 under Ordinance 3343, this review function was designed by the City Council as an administrative process to ensure code compliance while maintaining efficient application processing timelines. The RRB is an ad-hoc advisory body appointed by staff; neither the RRB nor its members have decision-making authority, and the RRB advises the Community Development Director.

2. RRB Composition and Term

The RRB will consist of five members. Eligible members must be at least 21 years of age and live, work, or own property within the boundaries of the Rancho Master Plan Area. Each member term shall be two years. Two calendar years from the conclusion of the selection process, the RRB will automatically be disbanded until such time that the need for the RRB is triggered by a new project submittal, at which time another RRB selection process will be held.

3. RRB Selection Process

A two-step selection process will be used:

- a. **Application:** Staff will advertise the open positions across City communication platforms—including an e-blast to the Rancho District Interest list, a City Council announcement, and social media posts. Prospective members will be required to complete the standard City Board and Commission Application. With their applications, applicants shall demonstrate their eligibility by providing proof of residency, employment, property ownership, or business ownership in the Rancho.
- b. **Random Selection:** Five qualified members will be selected randomly. The selection process will be documented, and a finalized roster will be published on the Planning Division website. Four additional names will be selected at random for a Reserve RRB list.

4. RRB Member Replacement and Removal

- a. **Replacement.** If any RRB member is removed or no longer able to serve, Reserve RRB members will be called upon to fill the vacant spot in the order their names were drawn. If no Reserve RRB members are available or willing to serve, the City will repeat the above selection process for any vacant position to be filled for the remainder of the existing two-year term and to reestablish the Reserve RRB list.
- b. **Removal of Members.**
 - i. **Absence from meetings.** The absence of a member of the RRB from a scheduled meeting shall constitute the resignation of such member and the position shall automatically become vacant.
 - ii. **Dismissal by Director.** The Director may remove a member of the RRB for good cause, including, but not limited to, failure to fulfill the responsibilities of membership, conduct that compromises or reasonably appears to compromise the fairness or integrity of the review process, failure to comply

with applicable City requirements or procedures, disruptive or inappropriate conduct, or other circumstances that the Director determines materially impair the effective functioning of the RRB or are contrary to the interests of the City.

5. RRB Meetings

RRB meetings shall be held only in conjunction with a mandatory DR community meeting, and the RRB and its meetings shall adhere to the Ralph M. Brown Act. Members shall not convene the RRB or represent themselves as RRB members outside of scheduled meetings.

6. RRB Meeting Notice

Public notice for any RRB meeting shall follow the process established in BMC Section 10-1-1909.2(B); However, in addition to residents within the 1,000-foot radius of the project site, notice shall also be emailed to the RRB members.

7. RRB Meeting Agenda

The Community Development Department is responsible for preparing and posting a meeting agenda. The meeting agenda will be posted on the City website at least 48 hours in advance of the RRB meeting.

- a. The agenda for the first meeting shall include a call to order, roll call, announcements, and agenda items, including, but not limited to:
 - i. Standard Brown Act training by the City Attorney.
 - ii. Community Meeting Open House.
 - iii. Community Meeting Public Comments on the entitlement project.
 - iv. Selection of chair and vice chair.
 - v. Facilitated discussion about the entitlement projects requiring RRB review.
- b. Subsequent meetings shall include all the items above except for the Brown Act training and chair/vice chair selection.

8. RRB Meeting Logistics

- a. **Timing and Location:** RRB meetings shall be held in-person at 6:00pm on a weekday that is not a holiday at a City-owned and operated facility, which may include the Community Services Building (CSB), any of the City Libraries, or other suitable location as determined by the Director.
- b. **City Staff:** Shall include, at the minimum, the project planner, a planning supervisor, and staff member serving as a note-taker.
- c. **Staff Presentation:** A Planning Division staff member will facilitate the meeting, outline the RRB's role, and clarify that the RRB's purpose is advisory,

and that the event is a Community Meeting, rather than a formal public hearing. Staff will briefly present the project.

- d. **Applicant Presentation:** The project applicant and/or their representative shall attend the community meeting and present the project to the RRB. The maximum allocated time for the presentation shall be 10 minutes.
- e. **Board Questions for Staff and Applicant:** The RRB may ask questions of Staff and Applicant. Staff and the project applicant or their representative shall address the RRB's questions.
- f. **Public Comment:** Each combined RRB and Community Meeting shall have a brief public comment period. Each member of the public shall have three minutes to comment on the project; however, if there are more than 21 to 39 speakers, time is reduced to two minutes, and if there are more than 40 speakers, time is reduced to one minute per speaker. Ceding time from one member of the public to another is not allowed.
- g. **RRB Discussion:** After hearing public comment, the RRB may comment on or make recommendations to staff and the project applicant on how the project may be revised to better comply with Article 24. RRB input will be documented in summary minutes, forwarded to the Director, and used to inform the final decision on the project. City staff will convey comments and recommendations to the Director.

9. Director's Decision

The RRB's comments and recommendations shall be reviewed and considered with analysis of the project entitlement. The Director or other decision-making body as may be required by the BMC, shall not make a decision regarding the application, or any conditions to be placed on the project, at the RRB meeting.